

LAPORAN BULANAN CLEANING SERVICE

Proyek :
**UNIVERSITAS TARUMANAGARA -
RESIDENCE**



Periode :

JUNI 2025

Disusun Oleh :

**MOCHAMAD TOFIK
CS-SUPERVISOR**

PT. CAREFASTINDO
Perkantoran Grogol Permai Blok H No.12A -15
Jl. Prof. Dr. Latumenten Raya, Jakarta Barat 11460

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung UNIVERSITAS TARUMANAGARA - RESIDENCE

Untuk memberikan hasil kualitas terbaik yang disesuaikan dengan kondisi gedung berdasarkan rencana kerja bulanan yang telah di sepakati kami merangkum laporan pekerjaan bulanan sebagai bentuk reporting dan bahan evaluasi atas pencapaian pekerjaan dan seluruh kegiatan yang telah dilakukan di lapangan setiap bulan.

Besar harapan kami rangkuman laporan bulanan ini dapat menjadi masukan dan pertimbangan bagi management gedung untuk meningkatkan hasil dan kualitas pekerjaan bersama di lapangan agar lebih baik lagi.

Atas support, masukan, kerjasama dan komunikasi yang terjalin dengan baik selama ini kami mengucapkan terimakasih.

Hormat kami,

Operational PT Carefastindo.

DAFTAR ISI

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN TURNOVER

LAPORAN MESIN



LAPORAN JADWAL

OPERATOR

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1	1044411	BUDI KURNIAWAN	CLEANER																HP	HS	HS	HS	HS	HS	HS	HS	HS	HS	HM	OFF	HS	HS	HS		
2	1044409	MELIANAH	CLEANER																HS	HP	HP	HP	HP	HP	HP	HS	HS	HS	HS	HS	OFF	HS	HS		
3	1044414	MUHAMMAD ZAINI	CLEANER																HM	HM	HM	HM	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM		
4	1044410	WARDATUL KAMILAH	CLEANER																HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP		
5	1040664	RIZAL AFRIZAL	CLEANER																HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP		
6	1035716	SINDI AULIA	CLEANER																HS	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HS	HS	HS	HS	OFF		
7	1044467	NISSA HERAWATI	CLEANER																								HS	HS	HS	HS	HS	OFF	HP	HS	
Total MP Shift Pagi:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3	3	3	3	3	2	2	2	2	2	2	3	2		
Total MP Shift Siang:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2	2	2	2	3	3	3	3	3	3	2	3	3	
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Total MP Libur:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	2		1	
Total MP :				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	7	

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	H	I	A	G	O	S	SR	IR	Keterangan							
Total :																														0	0	0	0	0	0	0	0											

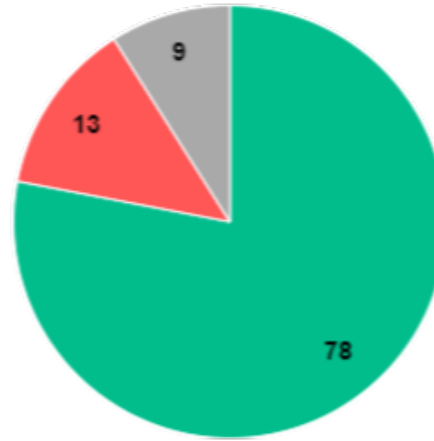
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off				Nama
	Tgl	Tgl	Tgl	Tgl

TOTAL JADWAL : 112 MP

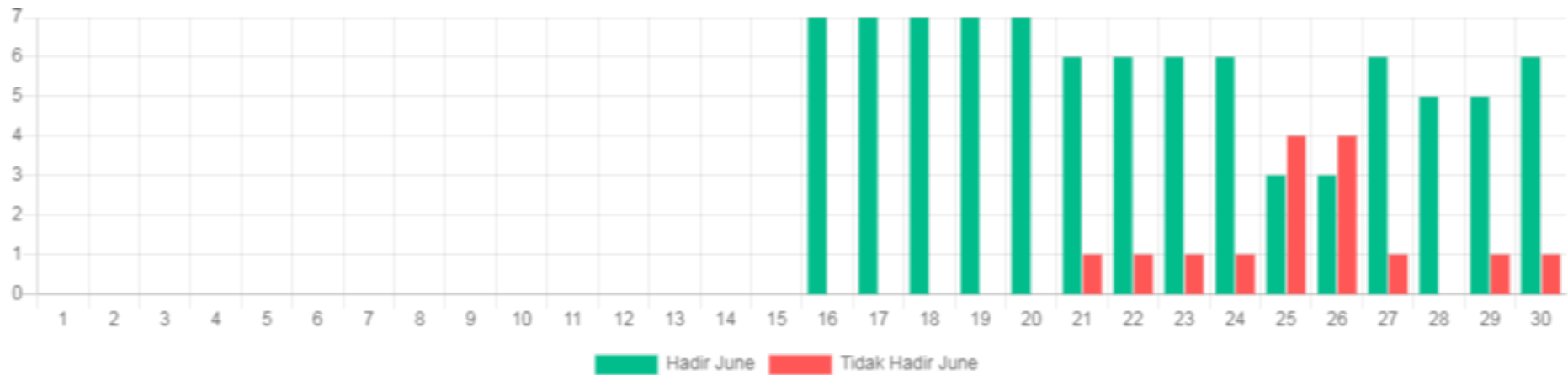
HADIR : 87 MP

OFF : 10 MP

TIDAK HADIR : 15 MP



Monthly : June





LAPORAN TABEL PERIODIK

No	Area	Pekerjaan	D	W	M	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	JML	Ket				
							MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN			SL	RB	KM	JM
KORIDOR TYPICAL (LT 8-7-6-5-4-3-1)																																										
1	CELLING	REMOV COB WEB	0	2	0	0																			P	A													2	2		
2	KAP LAMPU	DUSTING	0	2	0	0																			P	A													2	1		
3	DINDING PILLAR	WALL CLEANING	0	2	0	0																				P	A												2	2		
4	LIFT PASSENGER	GENERAL CLEANING	0	2	0	0																					P	A											2	2		
5	ACCESSORIES KORIDOR	DUSTING	0	2	0	0																			P	A													2	2		
6	RAILLING	GLASS CLEANING	0	2	0	0																							P	X									2	0		
7	TRAP TANGGA	SPOTTING	0	2	0	0																			P	A													2	1		
8	LANTAI	WASHING	0	0	1	0																							P	X									1	0		
9	TRASHBIN	WASHING	0	0	1	0																																	P	X	1	0
Total Rencana :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	1	1	2	0	0	0	2	2	1	1	2	0	0	16	10		
Total Realisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	1	1	0	0	0	2	0	1	1	0	0	0	16	10	
Tidak Terealisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0	0	2	0	0	0	0	
Warna	Keterangan																																									
P	: Planning																																									
A	: Actual / Terealisasi																																									
X	: Tidak Terealisasi																																									

No	Area	Pekerjaan	D	W	M	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	JML	Ket							
							MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN			SL	RB	KM	JM	SB	MG	SN
							P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A			P	A	P	A	P	A	P
KORIDOR LANTAI 2																																													
1	DINDING PILLAR	WALL CLEANING	0	2	0	0																		P	A						P	A							2	2					
2	ACCESSORIES KORIDOR	DUSTING	0	2	0	0																		P	A							P	X							2	1				
3	TRAP TANGGA	SPOTTING	0	2	0	0																			P	A							P	A							2	2			
TOILET PASSANGER DAN DISABLE LANTAI 2																																													
1	CERMIN	GLASS CLEANING	0	2	0	0																				P	A						P	A						2	2				
2	MEJA WASTAFEL	DUSTING	0	2	0	0																					P	X							P	X					2	0			
3	FLOOR DRAIN	WASHING	0	2	0	0																				P	X								P	X					2	0			
MUSHOLA LANTAI 2																																													
1	CELLING	REMOV COB WEB	0	2	0	0																						P	A							P	A	2	2						
2	KARPET	VACUMMING	0	2	0	0																				P	A								P	X			2	1					
Total Rencana :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	2	1	0	1	1	1	1	1	3	1							
Total Realisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	0	1	0	1	0	1	1	0	1		16	10	63%			
Tidak Terealisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	1	0	0	3	0						
Warna	Keterangan																																												
P	: Planning																																												
A	: Actual / Terealisasi																																												
X	: Tidak Terealisasi																																												

No	Area	Pekerjaan	D	W	M	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	JML	Ket				
							MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN						
							P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A			P	A	P	A
LANTAI GF																																										
1	PILAR	WALL CLEANING	0	2	0	0																			P	A												2	2			
2	DINDING	WALL CLEANING	0	2	0	0																				P	A												2	1		
3	CELLING	REMOV COB WEB	0	2	0	0																					P	A												2	2	
4	TRASHBIN	POLISHING	0	2	0	0																							P	X										2	0	
5	PINTU KACA	GLASS CLEANING	0	2	0	0																					P	A												2	2	
6	LANTAI	KRISTALISASI	0	2	0	0																						P	A												2	2
Total Rencana :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	1	0	0	1	1	1	2	1	0		9	75%		
Total Realisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	0	0	0	0	1	0	1	2			0	0
Tidak Terealisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1			0	0
Warna	Keterangan																																									
P	: Planning																																									
A	: Actual / Terealisasi																																									
X	: Tidak Terealisasi																																									

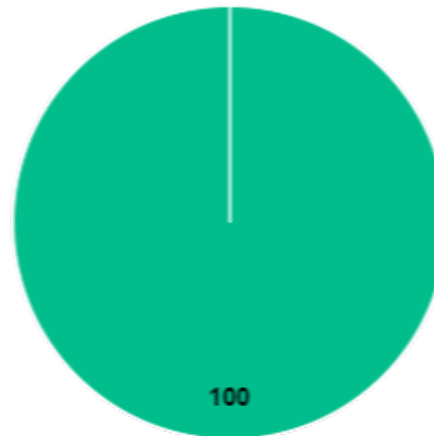
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REALISASI : 29

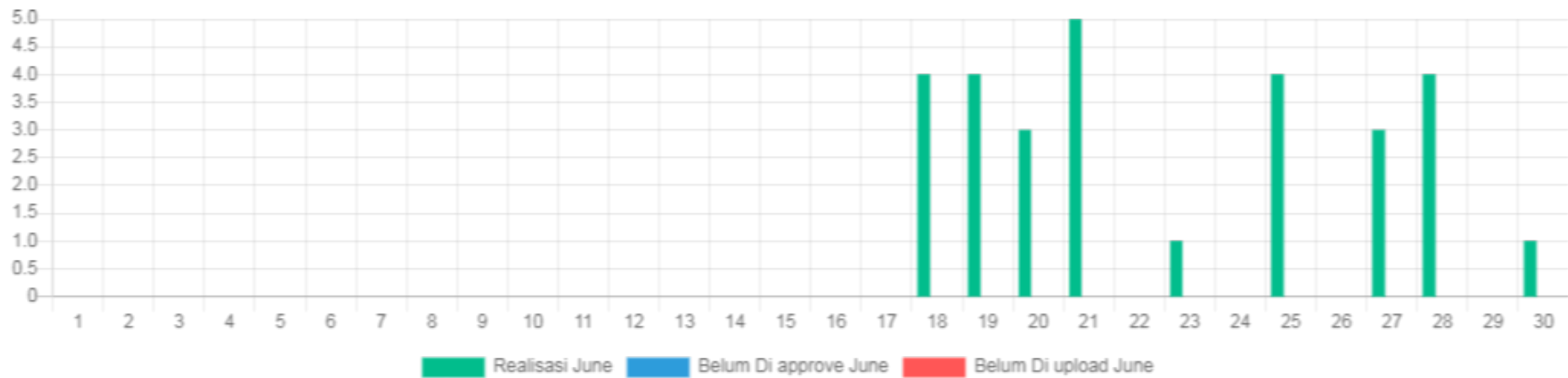
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



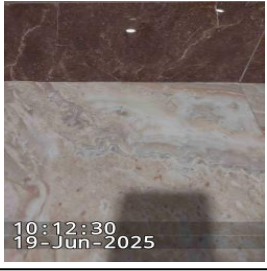
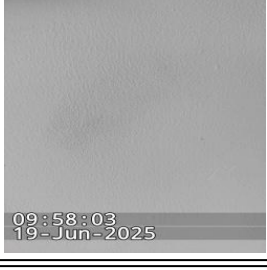
Monthly : June

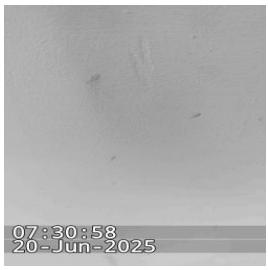


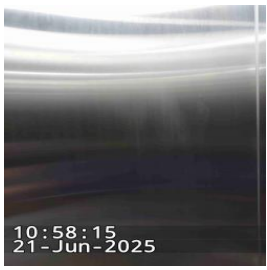
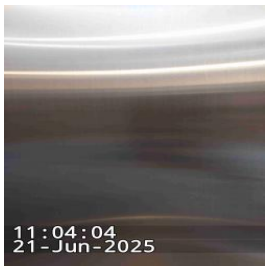
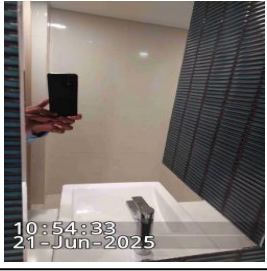
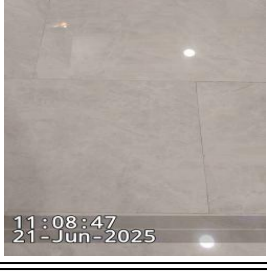
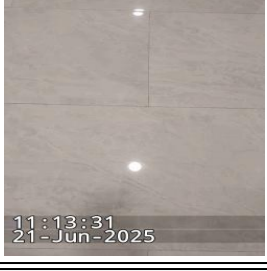


LAPORAN VISUALISASI PERIODIK

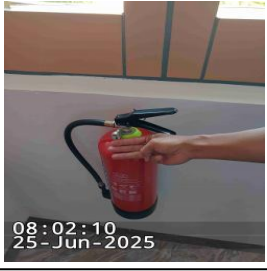
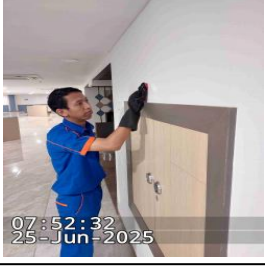
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	REMOV COB WEB	CELLING	 08:13:23 18-Jun-2025	 08:13:57 18-Jun-2025	 08:20:34 18-Jun-2025
2	18-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	DUSTING	ACCESSORIES KORIDOR	 14:10:08 18-Jun-2025	 14:10:37 18-Jun-2025	 14:13:20 18-Jun-2025
3	18-06-2025	LANTAI 2	WALL CLEANING	DINDING PILLAR	 07:57:20 18-Jun-2025	 07:59:41 18-Jun-2025	 08:07:41 18-Jun-2025
4	18-06-2025	LANTAI GF	WALL CLEANING	PILAR	 07:39:42 18-Jun-2025	 07:41:13 18-Jun-2025	 07:45:18 18-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	DUSTING	KAP LAMPU	 06:30:59 19-Jun-2025	 06:31:28 19-Jun-2025	 06:37:22 19-Jun-2025
2	19-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	SPOTTING	TRAP TANGGA	 10:05:39 19-Jun-2025	 10:06:37 19-Jun-2025	 10:12:30 19-Jun-2025
3	19-06-2025	LANTAI 2	DUSTING	ACCESSORIES KORIDOR	 06:40:45 19-Jun-2025	 06:41:06 19-Jun-2025	 06:47:42 19-Jun-2025
4	19-06-2025	LANTAI GF	WALL CLEANING	DINDING	 09:58:03 19-Jun-2025	 09:58:33 19-Jun-2025	 10:01:21 19-Jun-2025

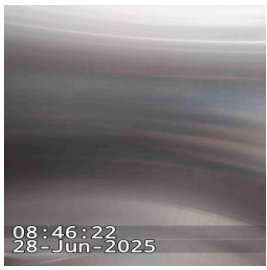
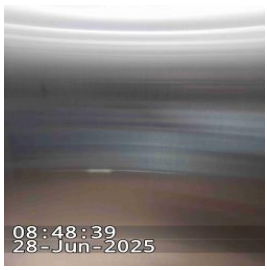
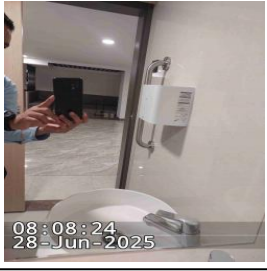
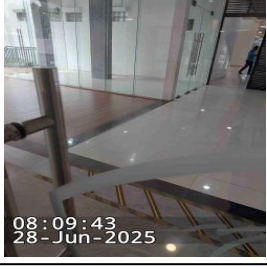
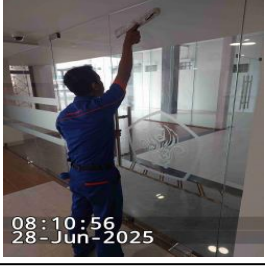
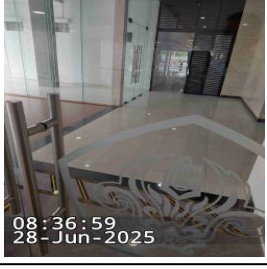
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1	20-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	WALL CLEANING	DINDING PILLAR	 07:30:58 20-Jun-2025	 07:31:31 20-Jun-2025	 07:37:00 20-Jun-2025
2	20-06-2025	LANTAI 2	SPOTTING	TRAP TANGGA	 09:07:27 20-Jun-2025	 09:08:01 20-Jun-2025	 09:15:20 20-Jun-2025
3	20-06-2025	LANTAI GF	REMOV COB WEB	CELLING	 07:40:12 20-Jun-2025	 07:40:36 20-Jun-2025	 07:43:54 20-Jun-2025

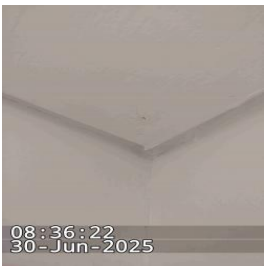
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	GENERAL CLEANING	LIFT PASSENGER	 10:58:15 21-Jun-2025	 10:59:33 21-Jun-2025	 11:04:04 21-Jun-2025
2	21-06-2025	LANTAI 2	GLASS CLEANING	CERMIN	 10:51:37 21-Jun-2025	 10:52:30 21-Jun-2025	 10:54:33 21-Jun-2025
3	21-06-2025	LANTAI 2	VACUMMING	KARPET	 10:41:48 21-Jun-2025	 10:43:42 21-Jun-2025	 10:47:15 21-Jun-2025
4	21-06-2025	LANTAI GF	GLASS CLEANING	PINTU KACA	 11:10:06 21-Jun-2025	 11:10:34 21-Jun-2025	 11:14:10 21-Jun-2025
5	21-06-2025	LANTAI GF	KRISTALISASI	LANTAI	 11:08:47 21-Jun-2025	 11:09:15 21-Jun-2025	 11:13:31 21-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-06-2025	LANTAI 2	REMOV COB WEB	CELLING	 06:21:00 23-Jun-2025	 06:21:47 23-Jun-2025	 06:27:03 23-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	REMOV COB WEB	CELLING	 07:54:15 25-Jun-2025	 07:54:45 25-Jun-2025	 07:56:40 25-Jun-2025
2	25-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	DUSTING	ACCESSORIES KORIDOR	 07:58:01 25-Jun-2025	 07:58:36 25-Jun-2025	 08:02:10 25-Jun-2025
3	25-06-2025	LANTAI 2	WALL CLEANING	DINDING PILLAR	 07:51:03 25-Jun-2025	 07:52:32 25-Jun-2025	 07:55:25 25-Jun-2025
4	25-06-2025	LANTAI GF	WALL CLEANING	PILAR	 07:42:52 25-Jun-2025	 07:44:57 25-Jun-2025	 07:47:45 25-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	WALL CLEANING	DINDING PILLAR	 08:17:46 27-Jun-2025	 08:18:10 27-Jun-2025	 08:20:52 27-Jun-2025
2	27-06-2025	LANTAI 2	SPOTTING	TRAP TANGGA	 08:35:00 27-Jun-2025	 08:35:24 27-Jun-2025	 08:39:29 27-Jun-2025
3	27-06-2025	LANTAI GF	REMOV COB WEB	CELLING	 08:03:33 27-Jun-2025	 08:12:46 27-Jun-2025	 08:15:51 27-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-06-2025	TYPICAL (LT 8-7-6-5-4-3-1)	GENERAL CLEANING	LIFT PASSENGER	 08:46:22 28-Jun-2025	 08:47:10 28-Jun-2025	 08:48:39 28-Jun-2025
2	28-06-2025	LANTAI 2	GLASS CLEANING	CERMIN	 08:02:08 28-Jun-2025	 08:06:22 28-Jun-2025	 08:08:24 28-Jun-2025
3	28-06-2025	LANTAI GF	GLASS CLEANING	PINTU KACA	 08:09:43 28-Jun-2025	 08:10:56 28-Jun-2025	 08:36:59 28-Jun-2025
4	28-06-2025	LANTAI GF	KRISTALISASI	LANTAI	 08:49:57 28-Jun-2025	 08:51:16 28-Jun-2025	 08:52:59 28-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-06-2025	LANTAI 2	REMOV COB WEB	CELLING	 08:36:22 30-Jun-2025	 08:36:48 30-Jun-2025	 08:41:11 30-Jun-2025



LAPORAN TURNOVER

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
1	1044409	MELIANAH	CLEANER	MP BARU	-	2025-06-15	-
2	1044410	WARDATUL KAMILA	CLEANER	MP BARU	-	2025-06-15	-
3	1044411	BUDI KURNIAWAN	CLEANER	MP BARU	-	2025-06-15	-
4	13005910	MOCHAMAD TOFIK	ST_SPV	MP BARU	-	2025-06-15	-
5	1044414	MUHAMMAD ZAINI	CLEANER	MP BARU	-	2025-06-15	-
6	1044467	NISSA HERAWATI	CLEANER	MP BARU	-	2025-06-23	-
MP PINDAHAN							
1	1035716	SINDI AULIA	CLEANER	MP PINDAHAN	-	2025-06-14	-
2	1040664	RIZAL AFRIZAL	CLEANER	MP PINDAHAN	-	2025-06-16	-
MP DIPINDAHKAN							

TOTAL : 6 MP

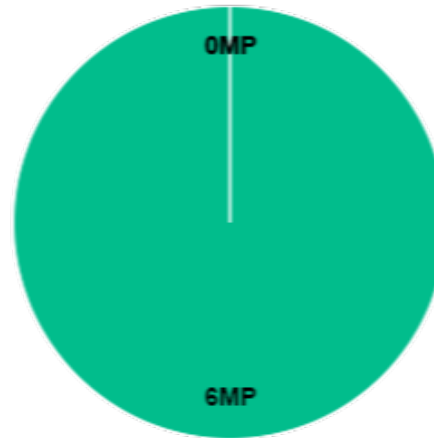
NEW : 6 MP

RESIGN : 0 MP

MUTASI : 0 MP

Pengawas : 0

CSO : 6



Monthly : June





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
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